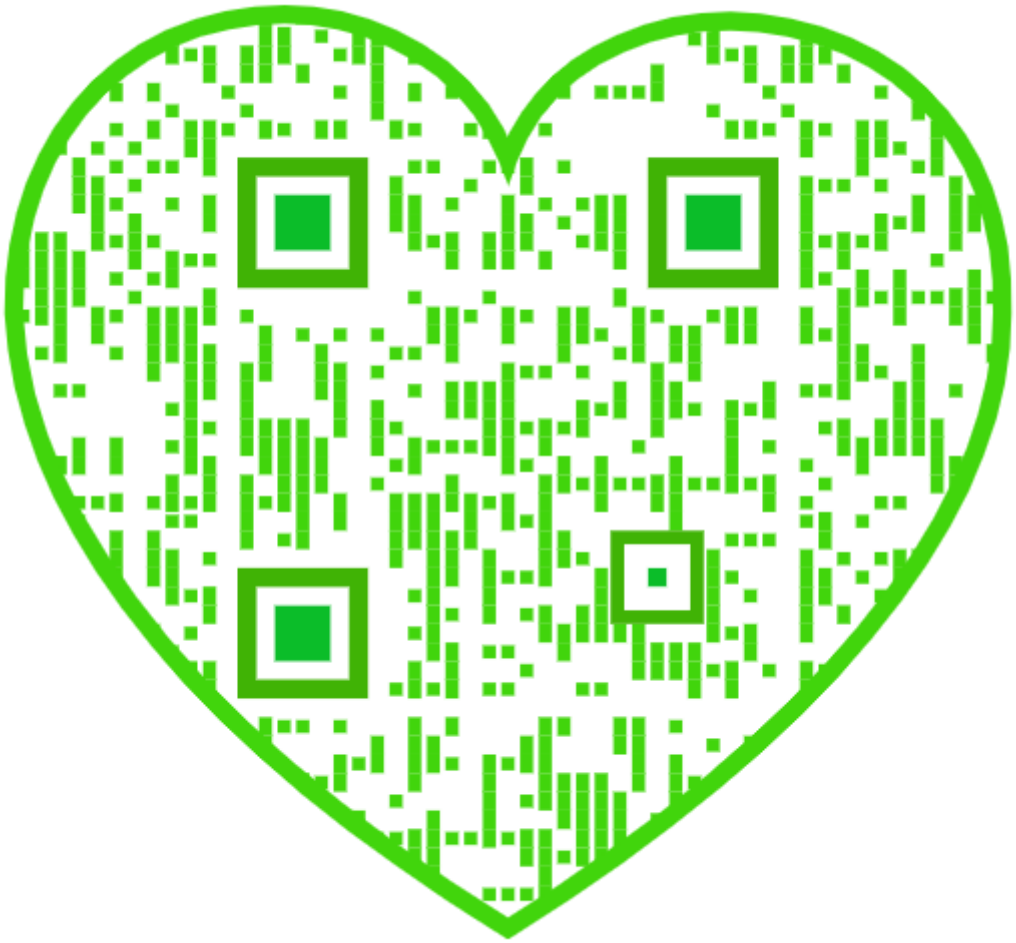
A Handbook for

MESSENGERS

United States

OFFICE OF CIVILIAN DEFENSE

Washington, D. C.



GET THE MESSAGE THROUGH!

While it will be your duty to do all you can to alleviate suffering, direct others to shelters, notify the proper authorities of fires, lights, etc., your first and foremost duty is to deliver your message and return to your station. Digressing, for any reason, from this duty, even for a few moments, should be carefully weighed against the importance of completing your assigned task. Do not take any unnecessary chances. Avoid areas where there are unexploded bombs, fires, overhanging walls, gas. It may take a little longer to go around them but if you do, you will have a much better chance of fulfilling your mission.

A Handbook for

MESSENGERS

Prepared by Training Section

U. S. OFFICE OF CIVILIAN DEFENSE

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PREFACE

This is one of a series of civilian defense handbooks prepared by the United States Office of Civilian Defense. The purpose of each handbook is to instruct the individual enrolled civilian defense worker in his duties, and to serve as a manual for reference.

The measures for safeguarding civilians against the effects of air attack, which are described in the following pages, have become a necessary part of the defensive organization of any country open to air attack.

Every State and municipality should take such legal or administrative action as may be necessary to provide for the organization, direction, and training of its Messengers.

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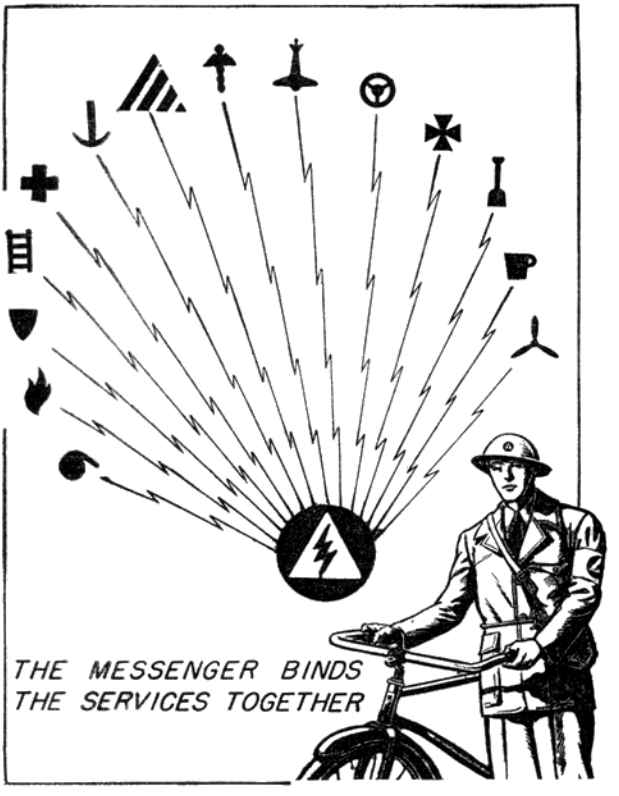


Administration

Every local Civilian Defense plan provides for the enrolling and training of a group of Messengers: Boy Scouts, Girl Scouts, and others, generally from groups 16 to 21 years of age. Young men and women of these ages are considered most likely to possess the necessary qualifications.

Messengers are directly under the command of the local commander of the Citizens' Defense Corps and are assigned as he, or some member of his staff that he delegates, may direct. Messengers who are assigned to a special post, division, or department will report to that post, division, or department until ordered relieved.

PERSONAL RECORD

Messenger No. _____

Citizens' Defense Corps

of _____
(Name of city)

My name is:

_____
(First) (Initial) (Last name)

My home address is: _____

_____ *Phone* _____*

In case of emergency, notify:

_____
(Name)

Whose address is: _____

_____ *Phone* _____*

*If you do not have a telephone give the phone number of someone who will call or relay a message.

Completed First Aid Course _____

Completed Fire Defense Course _____

Completed Gas Defense Course _____

Completed General Course _____

Awarded Arm Band _____

Assigned to _____

Date _____ *Time* _____

Relieved:

Date _____ *Time* _____

Assigned to _____

Date _____ *Time* _____

Relieved:

Date _____ *Time* _____

Assigned to _____

Date _____ *Time* _____

Relieved:

Date _____ *Time* _____

Promoted to _____

Date _____

SERVICE RENDERED AS MESSENGER

Department or Post	Date	From—	To—

THE MESSENGER'S JOB

It is anticipated that it will be possible to make extensive use of the telephone in the transmission of messages but there will be many occasions when this will be impossible. Cables may be broken by high explosives or damaged by saboteurs. Wind, rain, and ice may disrupt this service. Mechanical failures may be encountered and the traffic load will, at times, become so great that a written message will be the only means of communication. Messengers will be stationed at the local control center, message centers, and the various posts, divisions, and departments in order that messages originating with them may be quickly dispatched.

Messengers are used also for interoffice communication in report and control centers as well as in multistoried buildings to lighten the load on the telephone service.

Fire-alarm systems are extremely vulnerable to an air attack and messengers frequently will be stationed at fire-alarm boxes to carry reports to fire stations.

In large factories and business establishments it will be necessary to train messengers to be the connecting links between the various services.

MESSENGER'S EQUIPMENT

Each Messenger should be equipped with:

A. Arm Band.

B. Visibility belt and/or visibility hat (steel, when available).

C. Gas Mask and Gasproof cape when available.

D. Bicycle, snow shoes, skis, animal, boat, motorcycle, or automobile (each Messenger furnishes his own).

E. Message book and pencil—book should be of duplicating type. One copy to be retained by sender.

The right to wear the Arm Band with the Messenger insigne was given you at the time you finished the Messenger course. It is the badge of your office. It sets you apart as a trained volunteer who has devoted many hours preparing to be of service. It is incumbent upon you to *give your best* at all times. The other services, the general public, and the civil and military authorities regard you with respect because you wear the arm band of a Messenger, able and willing to carry out every mission entrusted to you.

Wear the arm band whenever you are on duty.

YOUR DUTIES AS A MESSENGER

You have been chosen as a messenger because of your loyalty and dependability. The work you will be expected to do requires a sturdy physique, good eyesight (especially "night sight"), proficiency in many fields, and resourcefulness. On the faithful performance of your mission will at times hang the lives of many of the citizens of

your community which includes many of your family, relatives, and friends. An undelivered or delayed message or package of medical supplies could mean severe suffering and possibly death to many.

Every message is of vital importance and it must be delivered quickly to the person or headquarters to which it has been directed.

A devotion to duty must typify every messenger. It is not a time to question why or how. Your duty is to do to the limit of your ability what you are told to do by those in authority.

Remember, while you are designated as a messenger, any help you might be able to give any of the other services in the way of reporting fires that might have been overlooked, lights that might not have been detected, or injured persons, will lessen the number of casualties and reduce the amount of damage any enemy might inflict. You can also direct people to shelters, First Aid Posts, or Casualty Stations, Decontamination Stations, Wardens' Posts, and how to get to their own homes during a blackout. Keep constantly alert.

Only those of you who have been willing and able have been selected. Your display of patriotism and willingness to be of service to your fellowmen places you under an obligation. The other services of the Citizens' Defense Corps depend on you to perfect the union between them. All your physical strength and intellect must be at the disposal of any and all of these services whenever they require it.

Verbal Messages.

When the urgency of a situation demands that a verbal message be carried, be sure you thoroughly understand it. Repeat it to the sender and the receiver should repeat it to you. Any delay caused by this formality will be more than made up in the positive action that can be taken.

Written Messages, Packages, Equipment.

Every written message, package, or piece of equipment entrusted to you for delivery will be guarded zealously against destruction, mutilation, or contamination.

Written messages should be carried in a dry pocket or musette bag with a protective snap or button flap.

Packages and pieces of equipment should be protected with a covering that will keep out dampness.

THE MESSENGER AND MORALE

In going about your duties it will be well to keep in mind the temperament of the people you contact.

The leaders and personnel of the other services have important jobs to do. They will be under certain physical and mental strains that might cause them to forget that you too have a difficult job to perform. It evolves upon you to set an example of coolness and to promote a successful culmination to the efforts of all the services.

KNOWLEDGE OF COMMUNITY

In your local control center or at the office of the unit to which you are assigned will be a large

map of that area. You must be thoroughly familiar with it. On it will be shown the location of:

A. Wardens, fire, police, medical, public works, and utility chiefs headquarters.
B. Fire stations, wardens, stations, alarm boxes, shelters.
C. Decontamination stations.
D. First aid Posts or Casualts Stations.
E. Street blocks, unexploded bombs, gassed areas.

Each will be indicated by a suitable symbol. On another page will be found illustrations and interpretation of symbols that will be used.

Where to Report

Standard Symbols for Maps

These are the kinds of symbols that will appear on all maps. Familiarize yourself with them.

	Warden's Post		Bomb Crater
	Fire Watcher's Station		Roped-off Area
	Fire Alarm		Street Car Tracks
	Telephone		Double Tracks
	Air Raid Shelter		Cisterns or Water Reserves
	Gas-Proof Air Raid Shelter		Sector Limits
	Entrance to Shelter		Zone Limits
	Fire Station		Site of Gas Bomb
	Decontamination Squad Depot		Contaminated Area (For large area, blue cross-hatch)
	Repair Squad		Street Lamp
	Casualty Station		Fire Hydrant
	Decontaminating First Aid Station		Sewer Gratings
	Bomb Squad Station		Manhole
	Location of Incident (Show number in center)		Tree
	Demolished Building		Sandbags

LEARN THESE SYMBOLS—CHECK THE MAP FOR CHANGES EACH TIME YOU REPORT. NOTIFY THE CLERK WHO MARKS THE MAP OF ANY MISSING SYMBOLS. DO NOT TOUCH THE MAP.

Typical Direction Signs

DUTIES PRELIMINARY TO AN AIR ATTACK

As it will be impossible for you to know to what part of your community you will be asked to deliver a message, it will be necessary for you to have a thorough knowledge of the streets, alleys, location of all department chiefs, air raid warden's posts, and fire stations. You probably know a great deal about the section in which you live and those passed through on your way to school or work. It will be necessary for you to study the unfamiliar sections too. Learn alternate routes to every possible place you might be sent. Learn to locate them at night. Learn to locate any place in your community at any time.

The tests that are conducted by your local Citizens Defense Corps will require that you efficiently do your part. You will carry out any mission given you as seriously and conscientiously as though an attack was actually being made.

Your vehicle must be kept in first class condition at all times and you should have spare parts, extra fuel, and/or lubricants. You should provide suitable clothing for all kinds of weather.

WHEN THE ATTACK COMES

If you are not on duty, at the "first" alert you will immediately report to the post to which you are assigned, ready to work for an indefinite time. If you are on duty this warning should be your cue to make a final check of the map and your equipment and be ready to go to work.

WHEN "ALL CLEAR" SOUNDS

You will remain on duty until properly relieved, after the "all clear" signal has been sounded. You must, of course, complete any mission that has been given you.

Be especially watchful for craters, piles of debris, tottering walls, fires, injured persons, etc. You must use extreme caution in going about your duties. Report to the nearest warden any unusual incident if there is time, but remember—*your mission* comes first.

Each warden must make reports of damage and casualties. The control center needs these in order to allot rescue parties, auxiliary police, and other forces. Such reports must be delivered promptly.

Because of your familiarity with your community, on occasions you will be required to guide parties to the scene of incidents. Rubble and gassed areas should be avoided and you must keep in mind the character of transportation planning your route.

OTHER DUTIES

Messengers may be called on for:

Aiding in the evacuation of contaminated or destroyed sections.

Reuniting families after raids.

Collecting food, clothing, and bedding for use of residents of bombed-out areas.

Distributing of cigarettes and candy to passing troops.

Caring for mail for passing troops and war prisoners.

Performing tasks for wounded troops and civilians.

Distribution of Gas Masks.

Aiding or assisting other groups of the Civilian Defense Corps.

Duties such as enumerated above were performed by messenger groups at the time of the bombing and the attack on Rotterdam. The civil authorities credit them with alleviating much of the suffering that occurred.

Messenger's Notes

BLACKOUTS

Blackouts are ordered only on the authority of the War Department. A blackout may be ordered during any period when hostile forces are believed to be in the vicinity, whether or not enemy airplanes have been sighted.

"Blacking Out" a city means that light sources must be so hidden or dimmed that an enemy bomber will have difficulty in finding the target and lack aiming points such as main street intersections. Following are the general plans used.

Street Lights. These are fitted with low-watt bulbs and covers that diffuse the light.

Automobiles. Headlights must be covered except for a small pair of slits and hooded.

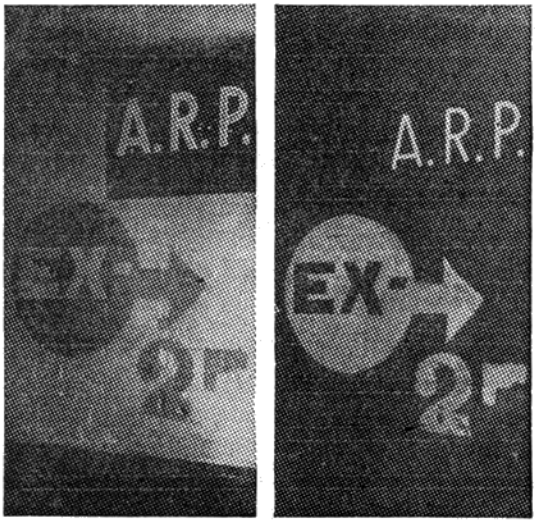
Traffic Lights. Are treated the same way as automobile headlights.

Buildings. Windows and doors must be covered with opaque materials. Paint on the glass, heavy curtains, light "baffles" or screens are some of the ways. No cracks of light must show.

Aids to Seeing. Since people have to move about during a blackout, the lack of light may be somewhat offset and safety promoted by—

1. Painting curbs, trees, poles and hydrants with white paint. There is a luminous paint, also, that gives off a faint blue light quite visible in total darkness.

2. Painting signs of luminous paint or making them of fluorescent material on which shines ultra-violet or "black" light or installing dimly lighted signs with horizontal screens to diffuse the light.



3. Painting white fenders and stripes around automobiles.

Members of the Citizens' Defense Corps who have outside duties during a blackout can be identified more easily if they wear a white cap or white-painted helmet; also a white belt fitted with crossed straps over the shoulders.

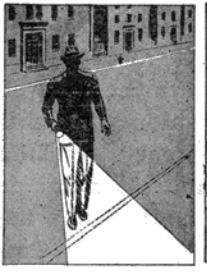
Individual Conduct During a Blackout.

Observe traffic rules. Keep to the right and remember the man or vehicle approaching *from* your right *has* the right of way.

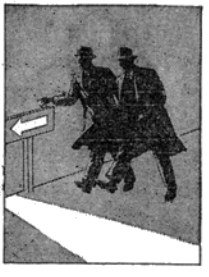
If you must smoke, go into a hallway or covered place to strike the match. No smoking in the open is an even better rule. Make all crossings at intersections. It is hard for a driver to see you.

Be sure that everyone you know is acquainted with these simple rules.

DO NOT run when air raid warnings sound after dark during blackouts.



Use your flashlight as little as possible, if at all. Never point it upward.



Curb edges and direction signs painted white will help you find your way.

Keep pets on leash if you take them out after dark.

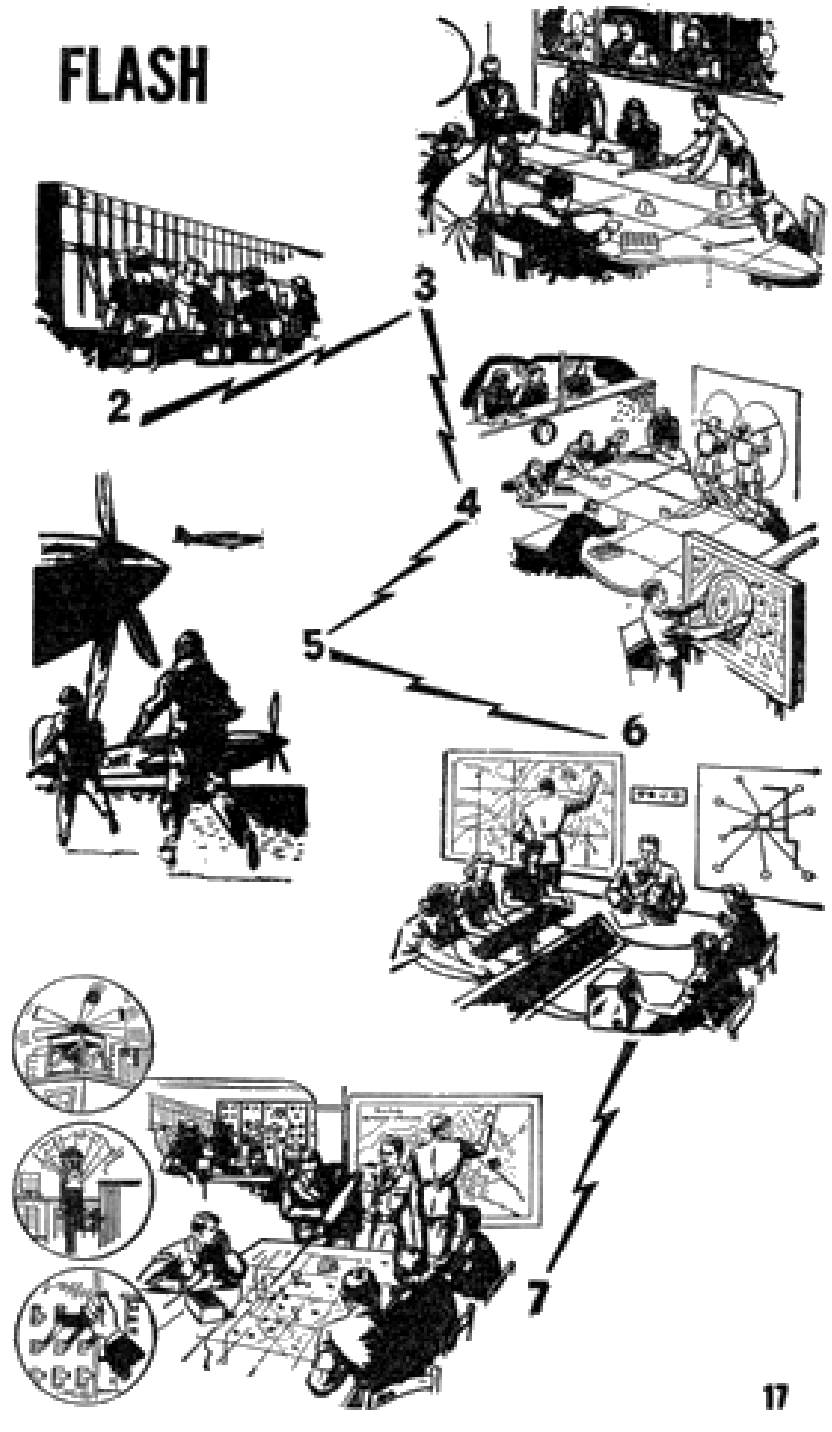
If an air raid warning sounds, get under cover, you may be hit by shell fragments.

If you don't know the neighborhood the first policeman or warden will tell you where to go

When an observer sights a group of hostile planes, he picks up his telephone (1) and says *Army Flash*. The Central Operator (2) at once connects him with the assigned Filter Center (3) to which he reports the type of planes, number, height, and direction of flight. When several reports agree, watchers transmit the data to an Information Center (4) where developments over a large area are plotted on a huge map.

Watching the map, Air Corps officers order interceptor planes into the air, (5) direct them to contact with the enemy; another officer notes the cities threatened and flashes a yellow, blue, or red alarm, according to the degree of danger, to the proper Warning District Center (6).

At this point, Civilian Defense takes over from the Air Corps, telephones the warnings to Control Centers (7) within the Warning District. And here the Commander of the local Citizens' Defense Corps orders the alert, has the public warning sounded usually short blasts on air horns, power horns or steam whistles or on the wailing sirens—and if the bombers arrive overhead, directs the operation of passive defense. Learn the air raid warning for your city.



The Refuge Room

WHAT TO DO IN AN AIR RAID

At the yellow warning, if you are not already on duty, you will be summoned to your post and will carry out orders until relieved. However, here are the rules for those who do not have assigned duties when the air raid warning comes. Memorize them carefully so that you can in turn instruct others. Here is what to tell them:

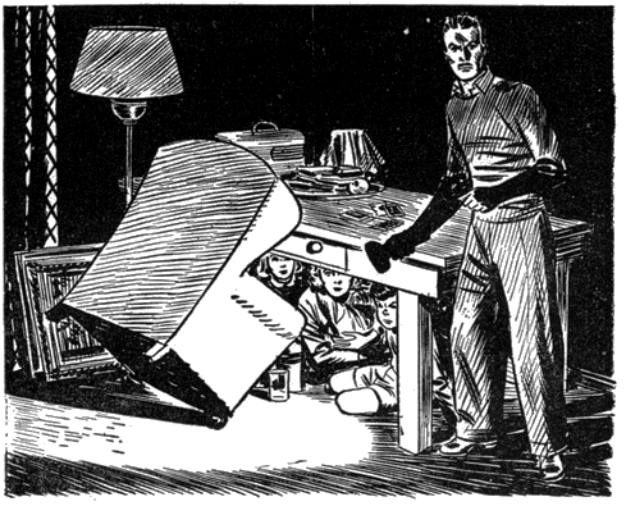
1. If away from home, seek the nearest shelter. Get off the street.

2. If you are driving, first park your car at the curb; be sure all lights are shut off.

3. If you are at home, send the others to the refuge room. This should be a comfortable place with as little window exposure as possible, equipped with drinking water, things to read, toilet facilities, a flashlight, a portable radio, a sturdy table, and food if you like.

4. Turn off all gas stove burners but leave pilot lights, water heaters and furnaces alone. Leave electricity and water on. Fill some large containers or a bathtub with water.

5. Check up on blackout arrangements. Don't let a crack of light show to the outside.



6. See that everyone's eyeglasses and dentures are in the refuge room. There should be additional warm garments for everyone, too.

7. Keep out of line of windows. Fragments and glass splinters cause most casualties.

8. If bombs fall nearby, get under a heavy table, an overturned davenport.

9. Don't rush out when the "all clear" signal sounds. Maintain the blackout. The Raiders may return.

10. Otherwise, keep cool; be sensible and set an example to others.

FIRE DEFENSE

IT WILL BE VERY DIFFICULT TO FIGHT A MAGNESIUM BOMB UNLESS SOME WORK IS DONE BEFORE THE ATTACK
ALL FURNITURE TRUNKS AND JUNK OF ALL KINDS SHOULD BE REMOVED FROM ATTIC OR TOP FLOOR!

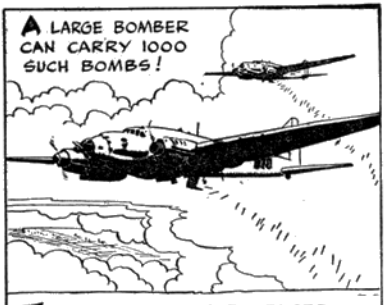
ROOF BEAMS JOISTS AND STUDS CAN BE TREATED TO RESIST FLAME — GIVING MORE TIME TO REACH THE BOMB
PAINT DOES NO GOOD! A HEAVY COAT OF ORDINARY WHITEWASH HELPS SOME

HOW THE MAGNESIUM BOMB WORKS

THE MOST EFFECTIVE INCENDIARY BOMB MADE SO FAR IS THE **MAGNESIUM BOMB**

LENGTH, ABOUT 14" WEIGHT, 2.2 POUNDS

A LARGE BOMBER CAN CARRY 1000 SUCH BOMBS!

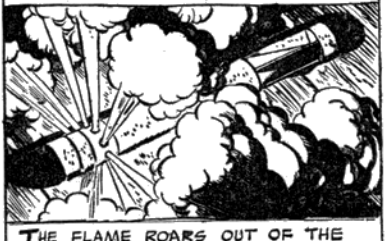


THEY ARE USUALLY RELEASED 20 TO 50 AT A TIME, SPREAD LIKE SHOT BEFORE STRIKING.

DROPPED FROM A HEIGHT OF 20,000 FEET, THEY DEVELOP ENOUGH FORCE TO PENETRATE AN AVERAGE ROOF...

...THUS, THEY USUALLY START BURNING IN A TOP STORY OR ATTIC

THE THERMITE FILLING OF IRON OXIDE AND FINELY DIVIDED ALUMINUM IS THEN IGNITED AND DEVELOPS A FIERCE HEAT OF **OVER 4500 DEGREES!**

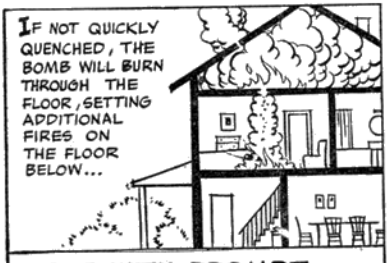


THE FLAME ROARS OUT OF THE ESCAPE HOLES.

THE MAGNESIUM CASING CATCHES FIRE, WITH A SPUTTERING ACTION...

...FLAMING MOLTEN METAL IS THROWN ABOUT AND SURROUNDING INFLAMMABLE MATERIAL CATCHES FIRE

IF NOT QUICKLY QUENCHED, THE BOMB WILL BURN THROUGH THE FLOOR, SETTING ADDITIONAL FIRES ON THE FLOOR BELOW...



BUT, WITH PROMPT ACTION AND SIMPLE TOOLS, A MAGNESIUM BOMB CAN BE QUENCHED!

CONTROLLING WITH WATER

TO FIGHT A BOMB WITH WATER, YOU NEED TWO MEN AND SPECIAL EQUIPMENT. REMEMBER, YOU CAN'T PUT OUT THE BOMB — YOU FEED IT WATER, TO BURN OUT!

ONE MAN PUMPS 80 STROKES A MINUTE TO KEEP A STRONG ENOUGH PRESSURE TO THROW A JET 30 FEET, AS SPRAY, 15 FEET. ONE MAN FIGHTS THE FIRE.

JET ON SURROUNDINGS!

SPECIAL DOUBLE ACTION PUMP WITH 30 FEET OF HOSE AND SPECIAL NOZZLE NEEDED.

YOU USE UP A BUCKET IN 1½ MINUTES

SPRAY ON BOMB

A THIRD PERSON IS MOST USEFUL TO CHECK OTHER POINTS FOR FLAME REPLENISH WATER AND RELIEVE PUMPER.

AMPLE STORAGE OF WATER SHOULD BE PROVIDED IN ADVANCE, AS WATER MAINS MAY BE BROKEN BY HIGH EXPLOSIVES AND PRESSURE LOST! FILL THE TUB, EXTRA PAILS AND DON'T FORGET IN A PINCH —— THE CONTENTS OF HOT WATER OR HEATING BOILERS!

NEVER THROW THE CONTENTS OF A WATER PAIL ON A BOMB!

...IT WILL SCATTER WITH EXPLOSIVE VIOLENCE!

IF CONTROL OF THE BOMB SEEMS DOUBTFUL, HAVE AN ALARM TURNED IN, BUT CONTINUE FIGHTING THE BOMB UNTIL HELP ARRIVES OR SUPPLIES ARE EXHAUSTED!

1 LEARN **NOW** HOW TO CALL

2 LEARN **NOW** LOCATION OF NEAREST ALARM...

FIRE

MILTON CANIFF

CONTROLLING WITH SAND

APPROACH THE BOMB IN A CROUCHING OR CRAWLING POSITION. PLACE THE SAND BUCKET, UPSET, TO ALLOW A FULL-ARM SWING TOWARD THE BOMB
TRY TO COVER THE BOMB WITH DRY SAND, TO CONFINE IT'S ACTION, SO THAT YOU CAN GET NEAR ENOUGH TO SCOOP IT UP ON THE SHOVEL
WHEN THE BOMB IS UNDER FAIR CONTROL, SCOOP IT UP ON THE SHOVEL, FIRST RIGHTING THE BUCKET, BUT LEAVING SOME SAND IN THE BOTTOM...
...IF THE BOMB CAN BE DROPPED FROM A WINDOW TO SOME PLACE WHERE IT CAN BURN OUT WITHOUT HARM —
GET RID OF IT THAT WAY!
...OTHERWISE, PUT IT IN THE BUCKET ON TOP OF SAND, COVER IT WITH MORE SAND...
...THEN, HOLDING THE BUCKET ON THE SHOVEL, CARRY IT OUT OF THE HOUSE...

ABOUT FIRE EXTINGUISHERS

Many houses and public buildings have fire extinguishers. They will be as useful as ever in putting out fires caused by an incendiary bomb. For putting out the bomb itself, the extinguisher may not be suitable.

Read the label. If it says that the contents include CARBON TETRACHLORIDE, it cannot under any circumstances be used on a magnesium bomb. It is not only ineffective, it may cause dangerous gas to be generated. After the bomb is burnt out, use it on any remaining fire.

All water-type extinguishers are suitable. If the label says SODA-ACID, that's simply a means of creating pressure in the extinguisher. Turn it upside down, use it. You can get a spray effect by putting the thumb over the nozzle, use the jet on surrounding fires. However, *one extinguisher is not enough to burn out a magnesium bomb.* And you cannot refill the extinguisher.

It is best to have sand or pump-bucket equipment handy, use them on the bomb, and save the extinguishers for resulting fires.

A foam extinguisher will also help to control a bomb, but one extinguisher load will not finish the job.

See that the extinguishers you know about are ready for use.

CHEMICAL WARFARE AGENTS

REFERENCE AND TRAINING CHART

LEGEND

HOSPITAL CASE	FIRST AID STATION	LUNG PROTECTION NEEDED	COMPLETE PROTECTION NEEDED

The importance of proper first aid for gas victims cannot be overemphasized. The following are general rules which apply in all cases.

A. Act promptly and quietly; be calm.

B. Put a gas mask on the patient if gas is still present or, if he has a mask on, check to see that his is properly adjusted. If a mask is not available, wet a handkerchief or other cloth and have him breathe through it.

C. Keep the patient at absolute rest; loosen clothing to facilitate breathing.

D. Remove the patient to a gas-free place as soon as possible.

E. Summon medical aid promptly; if possible, send the victim to a hospital.

F. Do not permit the patient to smoke, as this causes coughing and, hence, exertion.

CLASS	NAMES AND SYMBOLS	FORM	ODOR	PERSISTENCE	TACTICAL CLASS	PROTECTION	FIRST AID (After removal from gassed area)	PHYSIOLOGICAL EFFECT
LUNG IRRITANTS VESICANTS	MUSTARD (S-(CH2CH2Cl)2)	LIQUID AND VAPOR	Garlic, Horseradish, Mustard	One day in one week. Longer if dry or cold.			Bathroom; remove liquid mustard with protective ointment. Wash eyes, w. Instrument. Bathe; wash eyes and nose with soda solution.	Delayed effect. Burns skin or mucous membrane. Inflammation—liquid blisters blood. Swelling in pneumonia. Eye irritation, conjunctivitis.
LEWISITE (ClCH=CHAsCl2)	LIQUID AND VAPOR	Geranium	One day in one week. Longer if dry or cold.				Bathroom; remove liquid lewisite with hydrogen peroxide, lye in glycerine, or horseradish bottle, wash eyes, and nose with soda. Avoid—Bandage.	Burning or irritation of eyes, nasal passages, respiratory tract, skin. Accumulative poison.
CHLORPICRIN (CCl3NO2)	GAS	Pungent, acrid	Quick 5 hours. Wooden 12 hours.				Wash eyes, keep quiet and warm. Do not use bandages.	Causes severe breathing, vomiting, vomiting.
DIPHOSGENE (ClCOOCCl3)	GAS	Hay, Grass	24 minutes.				Keep quiet and warm. Give coffee as a stimulant.	Causes coughing, breathing hurts, eyes water, tears.
PHOSGENE ($COCl_2$)	GAS	Musty hay, Green corn	10 to 30 minutes				Keep quiet and warm, don't rest. Coffee as a stimulant. Caution stopping the alcohol or cigarettes.	Irritation of lungs, occasional vomiting, tears in eyes, slight heating. Accumulative symptoms delayed; bitter, suffocate, heart failure.
LACHRYMATORS	CHLORACETOPHENONE (C6H5COCH2Cl)	GAS	Apple Blossoms	10 minutes.			Wash eyes with cold water or boric acid solution. Do not bandage. Clean wrist. Use cool, soapy water for washing.	Makes eyes smart, Tear lights. Tears flow. Temporary.
	BROMBENZYLCYANIDE (C6H5CHBrCN)	GAS	Sweet Clover	Several Hours. (Weeks in winter.)			Wash eyes with boric acid. Do not bandage.	Eyes smart, tear, tears flow. Effect lasts some time. Headache.
STERNUTATORS	ADAMSITE ((C6H4)2NHAsCl)	GAS	Rank Smoke	10 minutes.			Keep quiet and warm. Loosen clothing. Remove. Spray nose with nose symptoms or sniff bleaching powder. Aspirin for headache.	Violent sneezing, mild nauseous feeling, headache.
	DIPHENYLCHLORARSINE ((C6H5)2AsCl)	SMOKE	Clean Horse	Summer 10 minutes.			Remove to warm air, keep quiet. Sniff after the nose bleaching powder tactic.	Causes sick feeling and headache.

WAR GASES

General Notes.

War "Gases," or chemical agents used to produce casualties, are surprise weapons. As this is written, they have not been used against the British or others trained to protect themselves. They have been used against the Ethiopians and the Chinese.

A gas-tight room suitably located offers fair protection against any probable concentration of war gas in a city. For those whose duties take them into the streets a gas mask offers full protection against all but the "blister gases" (liquid vesicants). To enter areas where mustard or lewisite is present, full protective clothing is needed.

War gases may be dropped in bombs or simple containers and liquid vesicants may also be sprayed by airplanes.

The gas warning is a "percussion sound"—that is, bells, drums, hand rattles, rapidly struck resonant objects of any kind. If the presence of gas is suspected, report to the nearest warden. Do not shout if distant gas alarms are heard. The danger is local and the spreading of an alarm must be left to the wardens.

The notes on the following pages are simply for reference for those who have received instruction in protection against gas. Reading them will not by itself make you an expert in gas defense.

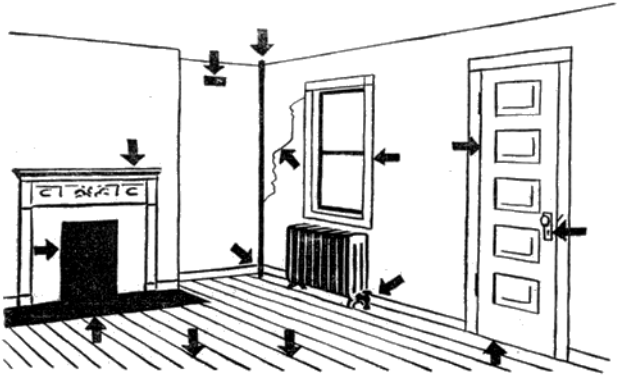
THE GAS-TIGHT ROOM

War gases hug the ground, flow into cellars and basements. Upper floors of a dwelling are away from dangerous concentrations. If all openings and cracks are closed, a room three stories from the ground will offer good protection against war gases.

To stop cracks and small openings, tape of various kinds may be used. A mush made by soaking newspapers in water or patching plaster may be used for caulking larger openings. A piece of wall board, nails and caulking material may be kept handy to cover a window broken by the blast of high explosives.

One door may be used as an entrance by fastening over it a blanket in such a way as to seal it tightly when no one is going in or out. If soaked in oil to close the air spaces, the blanket is more effective.

Store necessary supplies in such a room—food, water, chairs, a battery-operated radio, flashlight and by all means provide some sort of toilet facilities use it as the refuge room.



Allow 20 square feet of floor space for each person who is to occupy an average room with a ceiling nine feet high. This will give enough air to occupy the room 10 hours.

The illustration shows where to stop up cracks, how to hang the blanket at the entrance door.

"Blister Gases" and Decontamination.

Lewisite and mustard "gas" are liquids in the normal state. They give off a dangerous vapor that acts as a war gas and unless chemically neutralized may persist for a week, contaminating the air for a considerable distance down wind.

Full protection against these chemical agents is afforded by gas-proof clothing, covering the wearer from top to toe and tightened at wrists and ankles. The greatest care must be used in undressing after exposure to lewisite or mustard and this is done at personnel decontamination stations, where vesicant casualties are also taken for first aid.

Decontamination of streets, walls, and buildings is effected principally by means of chloride of lime (bleaching powder) freshly mixed with earth and water as a slurry or paste. It must be thoroughly worked into cracks and crevices and the resulting product flushed away. This work is done by the decontamination squads.

The liquid vesicants are very penetrating and ordinary shoes or clothing offer no protection. Do not go into the streets after a gas alarm has been sounded except on direction of the Warden.

RANK DESIGNATION	▲	▲ ▲	▲ ▲ ▲	△	△ △	△ △ △	★	★ ★	★ ★ ★	★ ★ ★ ★
AIR RAID WARDEN	FIRST CLASS	SENIOR OR SECTOR WARDEN	ZONE LEADER	GROUP LEADER	CHIEF WARDEN	STATE WARDEN	NO OTHER RANKS			
AUXILIARY FIREMEN	*	SQUAD LEADER	PLATOON LEADER	COMPANY LEADER	FIRE CHIEF	STATE FIRE COORDINATOR	NO OTHER RANKS			
AUXILIARY POLICEMEN	*	*	*	*	CHIEF OF POLICE	NO OTHER RANKS				
BOMB SQUADS	*	*	NONE	*	*	NO OTHER RANKS				
RESCUE SQUADS	*	*	DEPOT LEADER	*	FIRE CHIEF	NO OTHER RANKS				
MEDICAL FIELD UNITS	*	TEAM LEADER	SQUAD LEADER	UNIT LEADER	CHIEF OF E.M.S.	STATE MEDICAL DIRECTOR	NO OTHER RANKS			
MEDICAL AUXILIARIES (stretcher teams)	*	* *	* *	NO OTHER RANKS						
NURSES' AIDES.	NO RANK DESIGNATIONS									
EMERGENCY FOOD AND HOUSING	FIRST CLASS	UNIT LEADER	DEPOT LEADER	COMPANY LEADER	CHIEF WARDEN	NO OTHER RANKS				
DRIVERS UNITS	*	CONVOY LEADER	*	*	NO OTHER RANKS					
MESSENGERS	*	SENIOR MESSENGER	PLATOON LEADER	*	NO OTHER RANKS					
ROAD REPAIR CREWS	*	CREW LEADER	DEPOT LEADER	*						
DEMOLITION AND CLEAR.	*	*	*	*	CHIEF OF CIVIL WORK S.	NO OTHER RANKS				
DECONTAMINATION SQUADS	*	SQUAD LEADER	STATION LEADER	*						
FIRE WATCHERS	*	NO OTHER RANKS								
REPAIR CREWS	*	CREW LEADER	SERVICE LEADER	NONE	CHIEF OF UTILITIES	NO OTHER RANKS				
LOCAL STAFF	*	AS REQUIRED		STAFF UNIT LEADER	CONTROLLER	COMMANDER	COORDINATOR	NO OTHER RANKS		
STATE STAFF	*	AS REQUIRED			AS DESIGNATED	AS DESIGNATED	ASST. COORDINATOR	COORDINATOR	NO OTHER RANKS	
U. S. STAFF	*	AS REQUIRED				AS DESIGNATED	AS DESIGNATED	AS DESIGNATED	REGION DIRECTOR FINANCIAL ASSTS.	U.S. DIRECTOR
EQUIVALENT ARMY TERM	PVT. 1st CLASS	NON-COMM OFF.	LIEUTENANT	CAPTAIN	MAJOR	COLONEL	BRIG GEN.	MAJ GEN.	LIEUT GEN.	GENERAL

*ASSIGNED BY RED CROSS TO CHIEF OF EMERGENCY MEDICAL SERVICE.

CITIZENS' DEFENSE CORPS

The team of trained civilian services organized to operate the passive defense is known as the Citizens' Defense Corps. It includes regular forces of the city—police, firemen, welfare workers, sanitation men—as well as volunteers. It operates as a unit under the local Defense Co-ordinator.

Staff.

The Citizens' Defense Corps is headed by a Commander assisted by a staff. His second in command is the Executive Officer. There are others who operate the control center and the communications, account for personnel and property and assign transportation. The Chiefs of the Fire and Police Departments assist him in the passive defense. There is a Chief Air Raid Warden, a Chief of Emergency Medical Services, and others who control groups of the enrolled volunteers. Learn the organization of the Citizens' Defense Corps in your community.

Enrolled Volunteer Services of The Citizens' Defense Corps.

Air Raid Wardens are in complete charge of a sector containing the homes of about 500 people. To them the warden is the embodiment of all Civilian Defense.

Auxiliary Firemen assist the regular fire-fighting forces.

Auxiliary Policemen assist the police department in enforcing blackout restrictions, in traffic control, and in guard duties.

Bomb Squads are specially trained squads of police to handle and dispose of time bombs and duds.

Rescue Squads are trained crews of about 10 men each with special equipment to rescue the injured from debris.

Medical Forces consist of first-aid parties and stretcher squads and personnel at casualty clearing stations. Members of these forces are doctors, trained nurses, and assistants.

Nurses' Aides assist nurses. They have special Red Cross Training.

Emergency Food and Housing Corps members provide welfare services to the needy and homeless.

Drivers Units consist of emergency drivers of vehicles used by the Civilian Defense services.

Messengers carry supplies, dispatches, and messages wherever needed.

Road Repair Crews restore normal flow of traffic as quickly as possible. Utility repair men work with these crews and with demolition squads.

Demolition and Clearance Crews remove rubble, fill bomb craters, and remove unsafe walls or parts of buildings.

Decontamination squad members are specially trained to treat clothing and equipment as well as streets and walls contaminated by war gas.

Fire Watchers must spot and combat incendiary bombs.

A MANUAL OF DRILL

for the

CITIZENS' DEFENSE CORPS

Adapted from the Basic Field Manual of the United States Army

Basic drill is not required of a volunteer for award of the insigne. Drill for units of the Citizens' Defense Corps, however, is recommended as it helps to coordinate the work of individuals under a single command. The purposes of drill are:

1 To enable a leader to move his unit from one place to another in an orderly manner.

2 To aid in disciplinary training by instilling habits of precision and response to the leader's orders.

3 To provide a means, through ceremonies, of enhancing the morale; develop a spirit of cohesion; and give an interesting spectacle to the public.

4 To give leaders practical training in commanding volunteers.

Drills should be frequent, intensive, and of short duration.

General.

A normal squad of volunteers contains 12 men or 12 women, all of one service. It consists of a leader, an assistant leader, and other personnel. As far as practicable, the squad is kept intact. The usual formation of the squad is a single rank or single file. This permits variations in the number of men composing the squad.

To Form the Squad.

The command is; FALL IN. At the command FALL IN the squad forms in line as shown. Squad leader on the squad's extreme right, assistant leader on the squad's extreme left.

To secure uniformity, the tallest leader is put in charge of the first squad, the second tallest in charge of the second squad, etc. Assistant

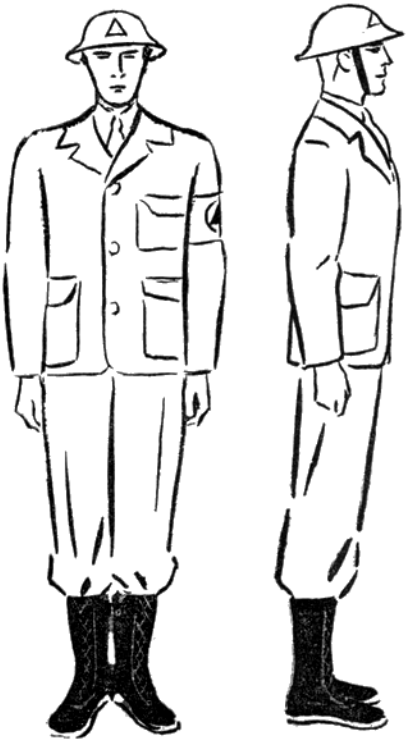
Fig. I—A Squad in Line

leaders are similarly arranged. Other volunteers are placed according to height beginning with the tallest being placed next to the leader.

On falling in, each man except the one on the left extends his left arm laterally at shoulder height, palm of the hand down, fingers extended and

joined. Each man, except the one on the right, turns his head and eyes to the right and places himself in line so that his right shoulder touches lightly the tips of the fingers of the man on his right. As soon as proper intervals have been obtained, each man comes to attention, drops his arm smartly to his side and turns his head to

Fig. II—A Volunteer at Attention



front, heels together, feet forming a 45-degree angle; knees are straight without stiffness, hips level and drawn back slightly, body erect and resting equally on hips, chest lifted and arched, shoulders square and falling equally. Arms hang straight down without stiffness with the back of the hands out, fingers held naturally. Head erect and squarely to the front, chin drawn in so that the axis of the head and neck is vertical, eyes straight to the front. The weight of the body rests equally on the heels and the balls of the feet. In assuming the position of attention the heels are brought together smartly and audibly.

(Leaders and assistant leaders will be appointed under authority defined by the Chief of the Service of which the squad forms a part.

To Form at Close Intervals.

The commands are: At Close Interval, FALL IN. At the command FALL IN, the volunteers fall in as described above, except that close intervals are obtained by placing the left hands on the hips. In this position the heel of the palm of the hand rests on the hip, the fingers and thumb are extended and joined, and the elbow is in the plane of the body.

Fig. III—A Volunteer Falling in at Close Interval

To Aline the Squad.

If in line, the commands are: Dress Right, DRESS, Ready, Front. At the command DRESS, each man except the one on the left extends his left arm (or if at close interval, places his left hand upon his hip), and all aline themselves to the right. The instructor places himself on the right flank one pace from and in prolongation of the line and facing down the line. From this position he verifies the alinement of the men, ordering individual men to move forward or back as is necessary. Having checked the alinement, he faces to the right in marching and moves three paces forward, halts, faces to the left and commands: Ready, FRONT. At the command FRONT, arms are dropped quietly and smartly to the sides and heads turned to the front.

Rests.

Being at a halt the commands are: FALL OUT, REST, AT EASE, and PARADE REST.

At the command **FALL OUT,** volunteers leave the ranks but are required to remain in the immediate vicinity.

At the command **REST,** one foot is kept in place. Silence and immobility are not required.

At the command **AT EASE** the right foot is

kept in place. Silence but not immobility is required.

At the command of execution **REST** of Parade **REST**, move the left foot smartly 12 inches to the left of the right foot keeping the legs straight so that the weight of the body rests equally on both feet. At the same time, clasp the hands behind the back, palms to the rear, thumb and fingers of the right hand clasping the left thumb without constraint; preserving silence and immobility.

Being at any of the rests except **FALL OUT**, to resume the position of Attention, the commands are Squad (or other unit being commanded) **ATTENTION**. At the command **ATTENTION** take that position in your squad.

Eyes right (left).

The commands are: Eyes (Preliminary Command), **RIGHT** (Command of Execution) **(LEFT)** Ready **FRONT!** At the command **RIGHT**, each man turns his head and eyes to the right. At the command **FRONT** the head and eyes are turned to the front.

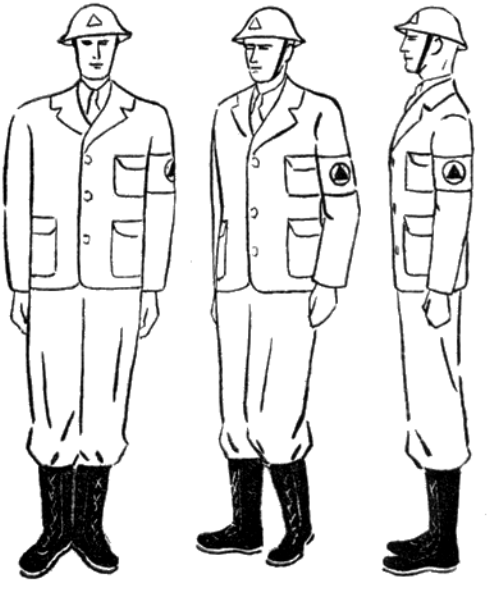
Facings.

(*All Facings are executed at the halt.*)

To the flank.—The commands are Right (Left) FACE. At the command **FACE**, slightly raise the left heel and the right toe: Face to the right, turning on the right heel, assisted by a slight pressure on the ball of the left foot. Next, place the left foot beside the right. Exercise Left FACE on the left heel in a corresponding manner.

To the rear.—The commands are: About FACE. At the command **FACE**, carry the toe of the right foot a half-foot length to the rear and slightly to the left of the left heel without changing

Fig. IV—Executing Right FACE



the position of the left foot; weight of the body mainly on the heel of the left foot; right leg straight without stiffness. (TWO) Face to the rear turning to the right on the left heel and on the ball of the right foot, place the right heel beside the left.

Steps and Marchings.

All steps and marchings executed from the halt, except right step, begin with the left foot.

Quick Time: Being at a halt, to march forward in quick time, the commands are: Forward MARCH. At the command Forward, shift the weight of the body to the right leg without perceptible movement. At the command MARCH, step off smartly with the left foot and continue the march with steps taken straight forward without stiffness or exaggeration of movements. Swing the arms easily in their natural arcs, 6 inches to the front and 3 inches to the rear of the body. To halt when marching in quick time, the commands are: Squad HALT. At the command HALT, given as either foot strikes the ground, execute the halt in two counts by advancing and planting the other foot and then bringing up the foot in rear.

To Mark Time the commands are; Mark-Time, MARCH.

Being in march at the command MARCH, given as either foot strikes the ground, advance and plant the other foot, bring up the foot in rear, placing it so that both heels are on line and continue the cadence by alternately raising and planting each foot. The feet are raised 2 inches from the ground.

Being at a halt, at the command MARCH, raise and plant first the left then the right as prescribed above.

The halt is executed from mark time as from quick time.

Half Step.—The commands are: Half Step MARCH. At the command MARCH, take steps of 15 inches in quick time. To resume the full step from the half step or mark time the commands are: Forward MARCH.

Side Step.—Being at a halt the commands are: Right (Left) Step MARCH. At the command MARCH, carry the right foot 12 inches to the right, place the left foot beside the right, left knee straight. Continue the cadence of quick time. (The side step is executed in quick time from the halt and for short distances only.)

Back Step.—Being at a halt the commands are, Backward MARCH. At the command MARCH, take steps, beginning with the left foot, 15 inches straight to the rear.

To March to the Flank.—Being in march the commands are: By The Right (Left) Flank—MARCH. At the command MARCH, given as the right (left) foot strikes the ground, advance and plant the left (right) foot, then face to the right (left) in marching and step off in the new direction.

Oblique March.—Being in march the commands are Right (Left) Oblique—MARCH. At the command MARCH, given as the right (left) foot strikes the ground, advance and plant the left (right) foot, then face to the right (left) oblique in marching and step off in the new direction.

To resume the original direction, the commands are—Forward, MARCH. At the command MARCH each individual faces half left (right) in marching then moves straight to the front.

Change Step.—The commands are Change Step, MARCH. Being in march at quick time, at the command MARCH, given as the right foot strikes the ground, advance and plant the left foot, plant the toe of the right foot near the heel of the left and step off with the left foot. (Execute the change on the right foot similarly, the command MARCH being given as the left foot strikes the ground.)

To the Rear.—To face to the rear in marching, being in march, the commands are: To The Rear, MARCH. At the command MARCH, given as the right foot strikes the ground, advance and plant the left foot, turn to the right about on the balls of both feet and immediately step off with the left foot.

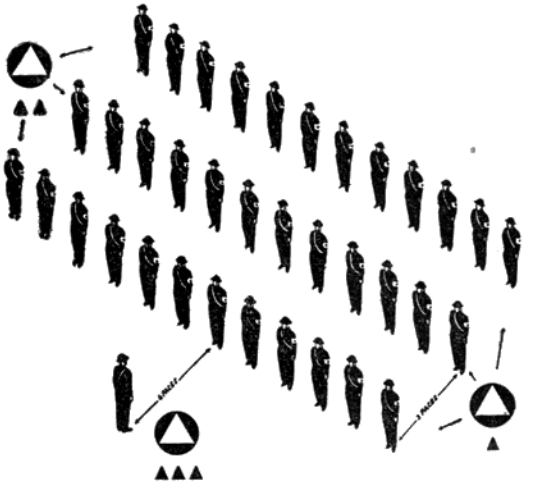
Other Marchings.—March other than at Attention. The commands are: Route Step, MARCH or At Ease, MARCH. Route Step MARCH, at the command MARCH Volunteers are not required to march at attention or to maintain silence. At Ease, MARCH is the same as Route Step, MARCH, except that Volunteers will maintain silence.

Dismissing the Squad.—The unit being at a halt the leader calls the unit to attention, if they are not at attention, from a point six paces in front of the center of the unit. He then will give the command—DISMISSED. Volunteers are then free to go and do as they please until the next regularly scheduled drill period.

Forming the Platoon.

To form the platoon, which consists of 3 squads—the command, FALL IN will be given by the senior leader facing the area on which he wishes the platoon to form. At this command the unit will form facing the leader with its center 6 paces to his front in 3 parallel lines (each of these lines constitutes a squad). (Should there be insufficient men to form 3 complete squads, skeleton squads of as near equal number as possible will be formed in 3 ranks, squad leaders placing themselves directly behind one another.)

Fig. V.—A Platoon in Column of Squads



From this formation the unit can march; forward, to the right, or to the left.

Platoon Movements.

At the command: Forward MARCH, each man steps off with his left foot directly to his own front preserving his relative position and so regulates his step that the ranks remain parallel to his original front.

At the command: Right (Left) FACE Forward MARCH, the unit executes a right face on the heel of the right foot and ball of the left foot at the word FACE and at the word MARCH they step off with their left foot as in moving to the front. (Left face is performed by turning on the heel of the left foot and the ball of the right foot.) In the movements to the right or left the commander of the unit takes a position three paces in front of the left file of his command, at double time if necessary.

Being in a column to change direction the commands are—Column Right (Left) MARCH. At the command MARCH, given as the right (left) foot strikes the ground the first man of the leading element on the right (left) advances one step and then steps off in the new direction using half steps until the men to his left (right) are abreast of him. Full step is then resumed.

Close Interval—Normal Interval.—Being in column of threes at normal interval between squads to March or form at Close Interval, the commands are: Close, MARCH. At the command MARCH, the squads close to the center by

obliquing until the interval between men is 4 inches. The center squad take up the half step until the dress has been regained.

If this movement is executed from the halt, the squads close toward the center by executing Right or Left Step until 4-inch intervals are reached.

Being in column of threes at close interval between squads to March or form at Normal Interval, the commands are: Extend, MARCH. At the command MARCH, the squads open to the right and left from the center by obliquing until the normal interval is regained.

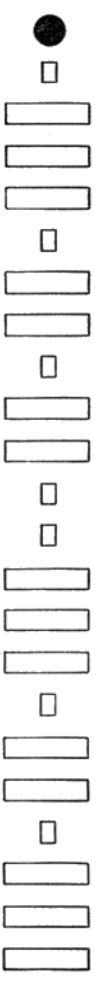
If this movement is executed from the halt, the squads Right or Left Step until normal interval is regained.

Change Direction.—Being in column of threes to change direction, the commands are: Column Right (Left) MARCH. The right flank man of the leading rank is the pivot. At the command MARCH, given as the right foot strikes the ground, the right flank man of the leading rank faces to the right in marching and takes up the half step until the other men of his rank are abreast of him, then he resumes the full step. The other men of the leading rank oblique to the right in marching without changing interval, place themselves abreast of the pivot man, and conform to his step. The ranks in rear of the leading rank execute the movement on the same ground and in the same manner as the leading rank.

Fig. VI

Forming the Citizens' Defense Corps for Parade

(Services will form and move as platoons)



Mayor, Defense Coordinator and Dignitaries.

Commander, C. D. C.

Staff.

Messengers.

Drivers.

Fire Department Chief.

Auxiliary Firemen.

Rescue Squads.

Police Department Chief.

Auxiliary Police.

Bomb Squads.

Colors.

Warden Service Chief.

Air Raid Wardens.

Fire Watchers.

Emergency Food Housing Units.

Medical Service Chief.

Medical Field Units.

Nurses' Aides Corps.

Public Works Service Chief.

Demolition and Clearance Crews.

Road Repair Squads.

Decontamination Corps.

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